

OFFICE OF STATE FIRE MARSHAL
CODE ENFORCEMENT AND BUILDING SAFETY

STRATEGIC PLAN

FY 2001-02 THROUGH FY 2005-06

OCTOBER, 2003

VISION: To provide the citizens of Louisiana with a safe environment to live, work, raise a family and retire.

MISSION: To uphold the law and provide for the protection of live and property from the hazards of fire or explosion, to ensure the safety of our citizens in the constructed environment, to provide equal access to disabled individuals, to promote the efficient use of energy in commercial building, and to encourage economic development.

PHILOSOPHY: To attain the mission of the Office of State Fire Marshal, Code Enforcement and Building Safety by being consistent, service oriented, professional and knowledgeable while demonstrating a positive attitude.

GOALS:

- I. To encourage economic development in the State of Louisiana.
- II. To provide a safe constructed environment for citizens to live and work while reducing property loss and loss of life caused by fire.
- III. To increase efficiency and quality of inspections, plan review and investigations.

I. GOAL To encourage economic development in the State of Louisiana.

I.1 OBJECTIVE: The Arson Enforcement Section to maintain or exceed the National Arson Clearance rate of 16% by the year 2005.

I.1.1 STRATEGY: Providing and encouraging education of local fire department personnel in the determination of the cause and origin of fires.

I.1.2 STRATEGY: Establishing and maintaining a data repository and statistical analysis of all fires investigated by this office to improve the tracking methods which will allow investigators and supervisors to determine trends and areas of arson fires, and will determine target areas for task force assignments.

I.1.3 STRATEGY: To increase staffing levels to ensure proper caseload allocation, as well as ensure timely and effective response to, and investigative follow-up of statewide arson investigations.

PERFORMANCE INDICATORS:

Input:	Number of investigations conducted
Output:	Number of investigations determined to be incendiary
Output:	Number of incendiary investigations cleared by arrest/exceptional clearance
Outcome:	Percentage of arrest/exceptional clearance rate of investigations determined to be incendiary

I.2 OBJECTIVE: By the year 2006, the Plan Review Section will reduce the time required to complete a final review of construction documents by 5%.

I.2.1 STRATEGY: Provide increased training opportunities in the codes, rules and regulations enforced by the Office of State Fire Marshal.

I.2.2 STRATEGY: Provide for increased field inspection duties by the Plan Review Staff in concert with the Inspection Section to afford the plan review staff the opportunity to observe the co-dependency of the plan review process and the inspection process.

I.2.3 STRATEGY: Complete a final review of construction documents within an average of 3.21 manhours.

PERFORMANCE INDICATORS:

Input:	Number of projects reviewed
Output:	Number of projects not in compliance
Output:	Average review time (man hours) per project
Outcome:	Percentage of projects not in compliance

I.3 OBJECTIVE: By the year 2005, the Plan Review Section will provide for a review process incorporating the provisions of the State Uniform Construction Code for review of projects in the rural areas of the state requesting assistance.

- I.3.1 STRATEGY: The Building Official will establish (1) Architect 3, (1) Engineer 4 and (1) Office Coordinator requesting self-generated funding.
- I.3.2 STRATEGY: Provide increased training of the provisions of the State Uniform Construction Code to the plan review staff.
- I.3.3 STRATEGY: Maintain efforts to recruit jurisdictions to provide assistance to enforce the State Uniform Construction Code.

PERFORMANCE INDICATORS:

Input:	Number of municipal entities requiring a building code review
Output:	Number of municipal entities receiving a building code review
Outcome:	Percentage of municipal entities given a building code review
Outcome:	Number of man-hours per review

I.4 OBJECTIVE: By the year 2006, the Plan Review Section will develop and

implement additional training programs for the design and construction community consisting of a minimum of eight (8) training sessions per year.

I.4.1 STRATEGY: Prepares a training needs assessment to determine in which areas of code enforcement the design community needs the most training.

I.4.2 STRATEGY: Develop a realistic program of training for the design and construction community in those areas identified as the most needed.

PERFORMANCE INDICATORS:

Input:	Number of training presentations given
Output:	Number of projects reviewed
Outcome:	Percentage of projects not in compliance

II.1 OBJECTIVE: By the year 2005, the Inspection Section will complete 95% of new construction final inspections within two weeks of the date of the inspection request.

II.1.1 STRATEGY: The Inspection Section will schedule and coordinate fire safety inspections to insure timely completion of inspection service in the most cost effective and productive manner.

PERFORMANCE INDICATORS:

Input:	Number of final inspections requested
Output:	Number of final inspections completed within two weeks of date requested
Outcome:	Percentage of final inspections completed within two weeks of the date requested

II.2 OBJECTIVE: By the year 2006, the Inspection Section will complete 95% of the total number of annual inspections required.

II.2.1 STRATEGY: The Inspection Section will schedule and coordinate fire safety inspections to insure timely completion of inspection service in the most cost effective and productive manner.

PERFORMANCE INDICATORS:

Input:	Number of required annual inspections
Output:	Number of inspections conducted
Outcome:	Percentage of required annual inspections conducted

II.3 OBJECTIVE: By the year 2006, the Health Care Section will accurately complete

90% of fire safety inspections of health care facilities requiring license and/or certification within the time lines required by state, federal or contractual agreement with Department of Health and Hospitals.

II.3.1 STRATEGY: Schedule and coordinate fire safety inspections for license renewal or re-certification to assure timely service in the most cost effective and productive manner.

PERFORMANCE INDICATORS:

Input:	Number of health care inspections required
Output:	Number of health care inspections completed
Outcome:	Percentage of required inspections completed

II.4 OBJECTIVE: By the year 2006, the Fire Information Section will maintain a state of the art computer system for fire reporting and fire information statistics by the processing of 100% of the fire reports received.

II.4.1 STRATEGY: Implement a personal computer based reporting system with modem access for data entry and retrieval of fire reports and information reported by the fire service.

PERFORMANCE INDICATORS:

Input:	Number of fire incident reports received
Output:	Number of fire incident reports processed by FEMA deadline
Outcome:	Percentage of fire incident reports processed by FEMA deadline

II.5 OBJECTIVE: By the year 2006, the Licensing Section will provide a

comprehensive licensing and enforcement program to maintain a minimum of 1.28 applications per hour worked and to clear 80% of all complaints investigated against contractors within regulated industries.

II.5.1 STRATEGY: Conduct investigations of complaints received against contractors.

II.5.2 STRATEGY: Conduct annual inspections of licensed contractor=s places of business for compliance with the licensing laws and administrative rules.

PERFORMANCE INDICATORS:

Input:	Number of complaints received (during FY)
Output:	Number of investigations conducted (during FY)
Outcome:	Percentage of investigations cleared (during FY)
Efficiency:	Number of investigations cleared (during FY)

II.5.3 STRATEGY: Process a minimum of 1.28 applications per hour worked.

PERFORMANCE INDICATORS:

Input:	Number of applications processed
Output:	Number of hours worked
Efficiency:	Number of applications processed per hour

II.6 OBJECTIVE: By 2006, the Mechanical Safety Section will inspect 100% of the amusement rides and attractions at least once during each known event held in Louisiana.

II.6.1 STRATEGY: Increase the staffing levels to ensure all known amusement rides/attractions are properly inspected at intervals designed by law.

II.6.2 STRATEGY: Maintain a vigorous cross-training program to train other inspectors to be used during the peak season.

II.6.3 STRATEGY: Produce a computer tracking system to track portable amusement rides/attractions from state to state by 2005.

II.6.4 STRATEGY: Improve efforts to educate the public in ride safety through various media contacts and presentations at schools throughout the state.

PERFORMANCE INDICATORS:

Input:	Number of known amusement events held in Louisiana
Output:	Number of amusement events inspected
Outcome:	Percentage of events inspected

- II.7 OBJECTIVE: By 2006, the Boiler Inspection Section will inspect 100% of the known state assigned boilers.
- II.7.1 STRATEGY: Monitor the number of overdue inspections in relation to total number of objects in the database and reduce those to less than 3% by 2005.
- II.7.2 STRATEGY: Inspect all new installations for compliance with the Code of Construction and with the Louisiana Boiler Law, Rules and Regulations by the end of the year 2005.
- II.7.3 STRATEGY: Increase the competency of the boiler operators throughout the state by offering a training program and voluntary licensing of operators by 2006.
- II.7.4 STRATEGY: Provide on-going training to the staff of changes to the code via National Board presented classes.

PERFORMANCE INDICATORS:

Input:	Number of state assigned inspections required
Output:	Number of state assigned inspections performed
Outcome:	Percentage of boilers found not in compliance
Outcome:	Percentage of boilers overdue for inspection

- II.8 OBJECTIVE: By 2006, the Mechanical Safety Section will ensure all public firework displays are inspected and performed by licensed operators.
- II.8.1 STRATEGY: Develop an examination program for pyrotechnic operators and special effects pyrotechnic operators by June, 2004.
- II.8.2 STRATEGY: Develop a licensing program for pyrotechnic operators and special effects pyrotechnic operators by June, 2004.
- II.8.3 STRATEGY: Inspect all public fireworks displays in the state, not covered by a State Fire Marshal certified fire prevention bureau by 2005.
- II.8.4 STRATEGY: Develop a computer program to track all firework displays in the state by 2006.
- II.8.5 STRATEGY: Improve efforts to educate the public in fireworks safety through various media contacts and presentations at schools throughout the state.

PERFORMANCE INDICATORS:

Input:	Number of known public firework displays to be inspected.
Output:	Total number of public firework displays inspected.
Outcome:	Percentage of public firework displays inspected.